



Business Centre G.2 Waverley Court 4 East Market Street Edinburgh EH8 8BG Tel: 0131 529 3550 Email: planning@edinburgh.gov.uk

Applications cannot be validated until all the necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

ONLINE REFERENCE 100743330-001

The online reference is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the planning Authority about this application.

Site Address Details

Planning Authority: City of Edinburgh Council

Full postal address of the site (including postcode where available):

Address 1: 4 TELFORD ROAD

Address 2: CRAIGLEITH

Address 3:

Address 4:

Address 5:

Town/City/Settlement: EDINBURGH

Post Code: EH4 2BA

Please identify/describe the location of the site or sites

[Empty text box for site location description]

Northing 674887

Easting 321660

Applicant or Agent Details

Are you an applicant or an agent? * (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

Applicant Agent

Agent Details

Please enter Agent details

Company/Organisation:	GNE Consultancy Ltd		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Gordon	Building Name:	
Last Name: *	Emslie	Building Number:	47
Telephone Number: *	07909754134	Address 1 (Street): *	Wallace Brae Drive
Extension Number:		Address 2:	Reddingmuirhead
Mobile Number:	07909754134	Town/City: *	Falkirk
Fax Number:		Country: *	United Kingdom
		Postcode: *	FK2 0FB
Email Address: *	gordon@gneconsultancy.co.uk		

Is the applicant an individual or an organisation/corporate entity? *

Individual Organisation/Corporate entity

Applicant Details

Please enter Applicant details

Title:	Mr	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	2/2
First Name: *	Mohammad	Building Number:	
Last Name: *	Shoaib	Address 1 (Street): *	Hillpark Brae
Company/Organisation	Telford Late Shop	Address 2:	
Telephone Number: *		Town/City: *	Edinburgh
Extension Number:		Country: *	Scotland
Mobile Number:		Postcode: *	EH4 7TD
Fax Number:			
Email Address: *			

Type of Application

This application is to ascertain which one of the following would be lawful: *

- An existing use of buildings or land.
- An existing operation of development.
- Any other matter constituting a failure to comply with any condition or limitation subject to which planning permission has been granted.

Description of Existing Use of Buildings or Other Land and/or Existing Operations

Description of Existing Use, Buildings or Operations

Describe the existing uses, building works or operations for which you want a certificate of lawfulness: * (Max 500 characters)

The premises has operated as a retail until since 2000 when planning permission was applied for to change of use ref 00/00199/FUL. It has operated as a hair salon since 2012 and now operates a retail convenience store.

Existing Use Class

If a certificate of lawfulness is sought for either an existing use or an existing use in breach of a condition, please state the Use Class as described in the Town and Country Planning (Use Classes) (Scotland) Order 1997 the use relates to: *

Class 1 Retail

Is there more than one use of activity/operation? *

Yes No

Grounds for Application for Certificate of Lawfulness

Please state the grounds under which the certificate is sought: *
(Note: at least one option must be selected)

- The use began more than 10 years before the date of this application and has operated continuously.
- The use, building works, or operations in breach of condition began more than 10 years before the date of this application.
- The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years.
- The operations (for instances, building or engineering works) were substantially completed more than 4 years before the date of the application.
- The use as a single dwelling house began more than 4 years before the date of this application.
- Other – specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

Are there any existing planning permission, Certificates of Lawfulness, enforcement notices or breach of condition notices affecting the application site?

Yes No

Please State date and reference numbers and details of any condition being breached.

Reference Number: *

00/00199/FUL

Date of condition: *

23/03/2000

Details of condition: * (Max 500 characters)

The change of use from shop to hot food take away. Application refused with premises remaining a shop.

Information in Support of a Certificate of Lawfulness

When did the use or activity begin, and/or when were the building works or operations substantially Completed? *

23/03/2000

What information or documentation are you providing with your application to support this date? *

A plan

Evidence to substantiate your grounds of application

Other supporting information

Please describe in further detail, the supporting information that you are providing: * (Max 500 characters)

I have attached a copy of the planning entry in the Edinburgh Planning portal showing that planning for change of use back in March 2000 for a takeaway was refused and that the premises was to remain a shop.

In the case of an existing use or activity, including an existing use or activity in breach of conditions, has there Yes No
Been any interruption or material change to the continuous use? *

Does the application for a Certificate relate to a residential use where the number of residential units has Yes No
Changed?

Please explain why you consider a Certificate of Lawfulness should be granted: * (Max 500 characters)

The premises has operated as a shop for the last 25 years. At no point during this time has there been a change of use submitted to move its operation to anything other than retail.

Pre-Application Discussion

Have you discussed your proposal with the planning authority? *

Yes No

Pre-Application Discussion Details Cont.

In what format was the feedback given? *

Meeting Telephone Letter Email

Please provide a description of the feedback you were given and the name of the officer who provided this feedback. If a processing agreement [note 1] is currently in place or if you are currently discussing a processing agreement with the planning authority, please provide details of this. (This will help the authority to deal with this application more efficiently.) * (max 500 characters)

The current application was not appropriate as the wrong location map had been included on the site plan making the application non compliant. It has been deleted and this application is to replace it.

Title:

Mr

Other title:

First Name:

Kenneth

Last Name:

Bowes

Correspondence Reference Number:

4 Telford Road, Edinburgh.

Date (dd/mm/yyyy):

29/01/2026

Note 1. A Processing agreement involves setting out the key stages involved in determining a planning application, identifying what information is required and from whom and setting timescales for the delivery of various stages of the process.

Any other Particulars or Supplementary Information

Please provide any other particulars or information here which you consider may be relevant.: * (Max 500 characters)

I have attached a letter from the landlord indicating the properties use, a copy of the location plan and a scanned copy of a google map photo from Nov 2012 showing the premises as a retail salon

List of Documents, Drawings or Plans which accompany this Application

Please provide a full list of documentation, drawings or plans which accompany this application which you are submitting as supporting information and evidence: * (Max 500 characters)

Location plan showing the premises location

Interest in Land

Please state the applicant's interest in the land: *

Owner Lessee Tenant Occupier Other

As you have indicated that you are not the owner please provide further details.

Please give details of the owner and state whether they have been informed in writing of this appeal:

Title:	<input type="text" value="Ms"/>	Address 1 (Street): *	<input type="text" value="Main St"/>
Other Title:	<input type="text"/>	Address 2:	<input type="text" value="Davidsons Mains"/>
First Name: *	<input type="text" value="Kirsten"/>	Town/City: *	<input type="text" value="Edinburgh"/>
Last Name: *	<input type="text" value="Ferguson"/>	Country: *	<input type="text" value="United Kingdom"/>
You must enter a Building Name or Number, or both: *		Postcode: *	<input type="text" value="EH4 5AA"/>
Building Name:	<input type="text" value="42/1"/>		
Building Number:	<input type="text"/>		
Has the Owner been informed? *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Planning Service Employee/Elected Member Interest

Is the applicant, or the applicant's spouse/partner, either a member of staff within the planning service or an elected member of the planning authority? * Yes No

Checklist – Application for a Certificate of Lawfulness of Existing Use or Development

The burden of proof in a Certificate of Lawfulness is firmly with the applicant and therefore sufficient and precise information should be provided.

Please complete the following checklist to make sure you have provided all the necessary information in support of your application. Failure to submit the required information may result in your application being deemed invalid. The Planning Authority will not start processing your application until it is valid.

A copy of a plan, showing the boundary of the site. The plan should identify the land to which the application relates and should be drawn to an identified scale. Where such an application specifies two or more uses, operations or other matters, the plan which accompanies the application is to indicate to which part of the land each such use, operation or other matter relates. * Yes No

All evidence provided in support of your application. * Yes No

A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application. * Yes No

You must submit a fee with your application. Your application will not be able to be validated until the appropriate fee has been received by the planning authority.

Declare – Certificate of Lawfulness – Existing Use or Development

I, the applicant/agent certify that this is an application for a certificate of Lawfulness as described in this form and the accompanying plans/drawings and additional information.

Declaration Name: Mr Gordon Emslie

Declaration Date: 16/02/2026

WARNING

Section 153 of the 1997 Act provides that it is an offence to knowingly or recklessly provide false or misleading information or to withhold material information with intent to deceive.

Section 152(7) enables the planning authority to revoke, at any time, a certificate they may have issued as a result of such false or misleading information or if material information has been withheld.

Fee Exemption Reason

This is a revision to a previous application where the fee has already been paid